

**CITY OF TROY**  
**2002 SIDEWALK REPLACEMENT**  
**LOAN PROGRAM**  
**GUIDELINES**

**ELIGIBILITY**

- A. Owner-occupied properties located within the limits of the City of Troy.
- B. This is a loan program, where the Owner will pay back to the City of Troy, the monies borrowed, plus interest, to pay for installing new or replacing existing sidewalks, curbing and other related work completed within the City Right of Way.

**APPLICATION PROCESS**

- A. Property Owners will apply for this program by submitting a completed application to the City Engineer's Office. Only applications with the proper documentation will be accepted. Documentation shall include a driver's license (or another type of photo identification) and one current type of billing dated within 30 days of submittal date, such as a phone or cable bill, received in his or her name at the address listed on the application to verify Owner occupies said residence.
- B. The Application package shall include a site plan depicting accurate measurements as to the length and width of the sidewalk to be replaced, type of material of existing sidewalk, desired material of new sidewalk (asphalt is not acceptable), location of new tree pits and any visible utility structures and the direction of drainage flow, if known.
- C. Fully completed application packages with all of the required documentation must be submitted to the City Engineer's Office by 4:00 PM on June 14.
- D. All applications will be screened by the City Treasurer's Office to verify ownership of property and that all taxes and water bills are paid up to date.

**OWNER'S RESPONSIBILITIES**

- A. Owner must submit the completed application package with the required documentation.
- B. Owner and City personnel will inspect the site thoroughly and document any existing deteriorations, defects, cracks, damages, etc. prior to entering an agreement. A series of photographs will be used by the City to validate any pre-existing conditions prior to construction.
- C. Owner is advised to inspect his/her water service into the property and consider installing a new service, if the existing is determined to be lead. The Department of Public Utilities will provide an inspection of your existing service to help make a determination, if you need assistance.
- D. Owner is advised not to utilize any salt-based products to de-ice the new sidewalk for the first winter season. Failure to comply will result in a voiding of the one-year guarantee from the Contractor.
- E. Owner agrees to water daily, or as needed, any newly seeded areas adjacent the new sidewalk until growth is established.
- F. Upon acceptance in the program, the Owner will enter into a loan agreement with the City of Troy.
- G. Owner will enter into a contract agreement; to have the sidewalk construction performed, with the low bidder solicited by the City.

## **CITY'S RESPONSIBILITIES**

- A. City will review all site plans, perform a field inspection to verify the existing conditions and measurements, reconcile any discrepancies, omissions, etc. and prepare a final scope of work. The scopes of work will be compiled and the City will prepare a single bid for all of the work with unit prices for any additions and/or deletions.
- B. City will solicit bids for the proposed work and provide the Owner with the name of the low bidder, so that the Owner may enter into an agreement with said Contractor to have the work performed.
- C. City will determine if the existing curbing is reusable or whether new is required. If new is required, the City will determine what type of curbing is to be utilized.
- D. City will design the final grade layout and alignment of the new sidewalk.
- E. City will review the site with the Contractor and Owner to mark out the project limits.
- F. City will inspect the construction.
- G. City will photograph and/or videotape the project site before and after the construction.
- H. City agrees to reimburse the Owner a prorated portion of Owner's total contractual obligations less any late payment fees, if the City removes or replaces the new sidewalk as part a total sidewalk replacement program, on the block where the property is located, within two (2) years upon completion of the financial agreement. If the Owner should default on the original agreement, Owner shall not be entitled to any reimbursement.
- I. City Department of Public Utilities will provide a new water service shutoff valve box, if required, at no cost to the Owner, for the Contractor to utilize in the construction.

## **CONTRACTOR'S RESPONSIBILITIES**

- A. Contractor will obtain a barricade permit and any other applicable permits (City will waive any permit fees).
- B. Contractor shall contact Niagara Mohawk to check gas service for possible leaks and order a new gas shutoff if required.
- C. Contractor shall be responsible for replacing, at Contractor's own expense, any sidewalk panels that are vandalized or defective prior to their acceptance by the Owner.
- D. Contractor shall guarantee his or her quality of work for one year from the date of acceptance by the Owner.

## **AGREEMENTS**

- A. The Owner will enter into a notarized Loan Agreement with the City of Troy outlining the provisions of the loan including the amount of the loan principal, payment schedule, interest, penalties, prepayment requirements if the property is sold prior to satisfaction of the loan, and filing of a lien on the property for failure of payment.